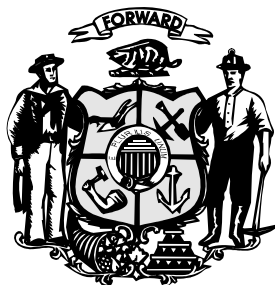


**STATE OF WISCONSIN**  
**Public Records Board**

**SCOTT WALKER**  
GOVERNOR

**Georgia Thompson**  
Executive Secretary



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Minutes – Approved  
Public Records Board  
August 24, 2015; 1:30pm – 4:00pm  
Wisconsin State Historical Society  
816 State St – Murphy Conference Rm

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Board Members Present: Matt Blessing, Sandra Broady-Rudd, Carl Buesing, Paul Ferguson, Melissa Schmidt, and Peter Sorce

Board Members Excused: Bryan Naab

**1) Call To Order:** 1:32 PM

**2) Minutes from June 1, 2015:** The Board reviewed the June 1, 2015 draft minutes. Carl Buesing moved, seconded by Peter Sorce, that the minutes be approved as submitted. The motion passed unanimously.

**3) Comments from Chair:** Board Chair, Matt Blessing, welcomed Paul Ferguson who is the newest member of the Board as the Designee of the Attorney General. He discussed Motion 999 which was proposed during the budgeting process to the Joint Committee of Finance but did not pass. Matt stated that this is an opportune time to address the long-standing need to review expired retention disposition authorizations (RDAs). Matt stated that later on the agenda he would discuss the upcoming Board activity letter and some content possibilities.

**4) Committee Reports**

**a. Records Management Committee:**

- i) **RDA Checklist:** In Bryan Naab's absence, Georgia Thompson gave an update on the development of the RDA checklist. The checklist will provide standardization during the quarterly review of RDAs. A committee within the Records Officer Council (ROC), led by Abbie Norderhaug, has been working on drafting the document. They expect the draft to be submitted to the Records Management Committee (RMC) during the fourth quarter review cycle this year. Board members noted that this document should clearly reflect that it is intended for state agency use and suggested a similar document be drafted for local units of government.
- ii) **3<sup>rd</sup> Quarter Index:** In Bryan Naab's absence, Georgia Thompson noted the submissions this quarter were very typical with two exceptions:
  - a) **Procedures vs. Instructions:** Georgia distributed a background piece on an Employee Trust Funds RDA for "Department Procedures and Worker Instructions" that was submitted for review this quarter. The RMC wanted the Board's input before it made a final recommendation. Board members discussed the definition of procedures vs. worker instructions and if the records would fall under an existing Administrative GRS record series. Sandra Broady-Rudd motioned, and Paul Ferguson seconded, that the submission title and description be amended to clearly state that the records in question are instructions which are "task-specific directions used to ensure compliance with policies and procedures." The motion was approved by a vote of Ayes, 4; Noes, 2.

- b) **Extension Request:** Georgia distributed a background piece on the Department of Transportation's (DOT) request for a second extension of some of their RDAs. Per the current Board policy second extension requests must to be reviewed by the Board prior to approval. There was a discussion, which included Board members and records officers present, about the current extension policy, its intent and utilization. Board members felt the policy should be reviewed for possible revisions. Sandy Broady-Rudd motioned, seconded by Carl Buesing, to approve the second extension requested by DOR, all approved.

At this time, the Board Chair asked Board members for their input regarding the ongoing need to have expired RDAs acted on in the Board's annual activity letter. The letter is distributed to deputy Secretaries and has the opportunity to reach a different audience. Paul Ferguson moved, seconded by Peter Sorce, the excessive expired RDAs be included on the activity letter prepared for deputy Secretaries. The motion was approved with one member abstaining. After discussing the agenda items a) and b) below Peter Sorce made the motion, seconded by Sandra Broady-Rudd, the Public Records Board Record Series Index be approved as submitted. All approved.

- iii) **Functional Template:** In Bryan Naab's absence, Georgia Thompson distributed a background piece to the Board members on the progress of the development of a functional format template. Abbie Norderhaug, chair of the ROC committee drafting the template, provided an overview of the history of RDAs submission in a functional format and the need for a standardized template. She reviewed the current draft provided for the Board. The committee is requesting the Board's input on two topics: should the document to be an official form or a template and if the fields for 'official location' and 'essential record' could be included as they differ from the current PRB-001. The Board consensus was that the document should be an official form and the two fields noted as optional and not required. Matt asked, and Abbie noted, the only other point which needed clarification is what exactly the RMC would be reviewing. Georgia noted that the RMC Chair, Bryan Naab, has always stated the RMC will review any and all RDAs submitted in a functional format.

- b. **Records Resource Management Committee:** Committee Chair, Sandra Broady-Rudd noted that the committee has continued its work on the Guidance for Managing Social Media Records document which will be discussed later on the agenda. Sandra noted that the email guidance document revisions have not been finalized as of yet. She asked Board members if they would like the Records Resource Management Committee (RRMC) to work on the proposed revisions. There was a discussion about the status of the document since Mary Burke was no longer on the Board. Board members requested that the draft showing the collated tracked changes be distributed to all Board members. It was decided that the Policy Committee will take the lead on revising the document. Sandra agreed to assist the Policy Committee.
- c. **Records Officer Council:** Council Chair, Georgia Thompson said that Paul Ferguson reviewed, and provided input on, the Legal Records GRS. The revised draft was sent to the original work group for their input. After they have had a chance to review and comment on the draft it will be vetted as usual through the Record Officer Council, Administrative Officers Council, and any other applicable groups before a final draft is brought to the RMC for review. The earliest the draft will be before the Board is the first quarter of 2016.
- d. **Policy Committee:** The Committee Chair, Matt Blessing, reported that the Committee has not met recently. He noted two topics the Committee will be addressing are finishing the revision of the email guidance document and reviewing the RDA Extension policy discussed earlier.

## 5) Other Business:

- a. **Guidance for Managing Social Media Records:** Georgia Thompson distributed an informational document and the final draft to Board members. Sandra reviewed the documents provided and discussed key points within the draft guidance piece. The RRMC will be requesting approval from Board members on the document at the November 16, 2015 Board meeting. Board members should contact Georgia with any questions they may have.
- b. **PR-1 and Microfilm:** Melissa Schmidt said that the Assembly Committee on Urban and Local Affairs will be reviewing PR-1 on microfilming. She stated that a Public Hearing and Informational meeting would be held on September 8, 2015. This is part of the Red Tape Review effort to review all of the Administrative Code. Matt said he would be happy to attend as microfilm is still very important to long term records retention.

Meeting Adjourned at 3:40 PM.

Next scheduled meeting: November 16, 2015, 1:30 – 4:00pm, Legislative Audit Bureau, Conference Rm, 4<sup>th</sup> Floor.